



City of Northampton, Massachusetts  
Human Resources Department

**POLICY & PROCEDURE**  
**NUMBER 500-4**

**Effective Date: 7/1/01**

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**SKILL INCENTIVE PAY (Non-Management)**

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**I. POLICY**

It is the policy of the City of Northampton to provide, where feasible, monetary incentives for non-management employees, not covered by a collective bargaining agreement and who perform labor or skilled trade services, to gain skills and/or licenses that are desirable and deemed beneficial to the City.

**II. SCOPE**

This policy applies to City non-management employees in grades 10 and below who are not covered by a collective bargaining agreement who perform labor or skilled trade services for the City provided the skill or license is not already deemed essential to the job pursuant to job description or practice. This policy does not apply to the School Department.

**III. PURPOSE**

To encourage employees to increase their skill and knowledge base thereby increasing their career opportunities and also increasing the City's ability to more fully utilize the employee in job assignments.

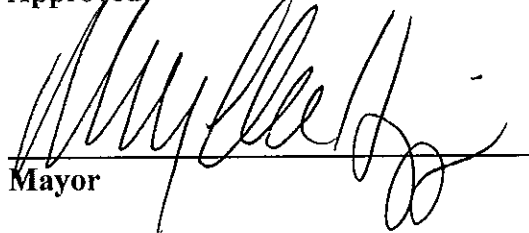
**IV. PROCEDURE**

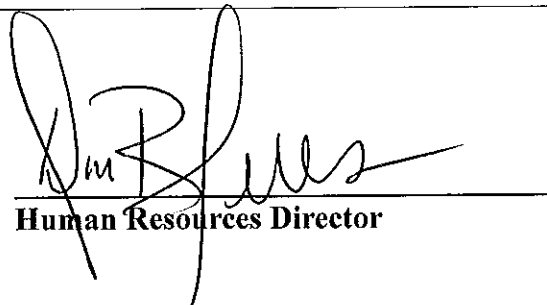
- A. Eligible employees may receive skill incentive pay for obtaining up to four (4) qualifying licenses/certifications, subject to the prior approval of the department head and Human Resources Director.**
  - 1. The licenses/certifications are above and beyond those currently required for the job pursuant to the job description or practice.
  - 2. The incentive will consist of an additional **\$0.25/hour**, added to the employee's base hourly rate of pay, for each approved license and/or certification up to an additional **\$1.00/hour**.
- B. Should the employee be promoted to a higher non-management pay grade, the new rate of pay will be based on the employee's current hourly rate of pay including the incentive pay. The new pay grade/step will be a minimum of a 3 ½ % increase over the employee's previous rate of pay, which included any incentive pay.**
  - 1. The employee will be eligible to continue to receive skill incentive pay, in the new pay grade applied to the new base pay grade/step, provided the incentive pay licenses/certifications are not now specified as a requirement for the new position and as per approval of the department head and Human Resources Director.

2. Retirement pay calculation will be based on the employee's pay including any skill incentive pay the employee is receiving.
- C. Annual step increases within a pay grade will only be to the next step in the grade, as has been past practice (and if a step is available).
1. The hourly skill incentive pay the employee is eligible for will be reapplied to the base of the new step's hourly rate.
  2. The following are *examples* (not all inclusive) of qualifying licenses/certifications which *may* be approved by the department head and Human Resources Director for those eligible employees not required to have them for their current position (as per job description or practice):
    - CDL (air brakes required);
    - CDL endorsements in groups of two (not including air brakes);
    - Hoisting license group class restrictions;
    - ASE certifications in groups of four (4);
    - Water and Wastewater licenses, Construction Supervisor's license, plumber's license, and others provided they are deemed beneficial to the City by the department head and Human Resources Director.
- D. In order to receive skill incentive pay for positions where a Hoisting license is preferred or desired (per job description), the Hoisting license will require the Front End Loader and Backhoe restrictions (class restriction 2A or 2B)
1. Employees in these positions are eligible to receive *additional* skill incentive pay for obtaining *additional* Hoisting license restrictions to that mentioned above (i.e., group class restrictions 1,3, and 4 count as, and are eligible for, one skill pay incentive each) provided they are approved by the department head and HR Director.

**NOTE:** Employees who receive skill incentive pay for a CDL, or who are required to maintain a CDL as part of their job, are required to be part of the City's Alcohol & Drug Testing Program pursuant to federal law.

Approved:

  
Mayor

  
Human Resources Director

Rev. History: